

DRAFT Minutes
Mansfield Planning and Zoning Commission
Regular Meeting
Monday, November 16, 2015
Council Chambers, Audrey P. Beck Municipal Building

Members present: C. Ausburger, B. Chandy, J. Goodwin, R. Hall, G. Lewis, K. Rawn, B. Ryan, V. Ward, S. Westa

Members absent:

Alternates present: P. Aho, K. Holt

Staff present: L. Painter, Director of Planning; C. Hirsch, Zoning Enforcement Officer

Chairman Goodwin called the meeting to order at 7:01 p.m.

Organizational Meeting:

- A. Introduction of new member– Goodwin welcomed new member Charles Ausburger and noted that Westa is now a regular member of the Commission.
- B. Election of Officers
 - A. Chairman: Ward MOVED and Chandy seconded to elect Goodwin as Chairman. Motion passed unanimously.
 - B. Vice Chairman: Rawn MOVED and Westa seconded to elect Ryan as Vice Chairman. Motion passed unanimously.
 - C. Secretary: Ryan MOVED and Hall seconded to elect Ward as Secretary. Motion passed unanimously.
- C. Committee Appointments: the following Committee Appointments were approved by consensus:
 - A. Capitol Region Council of Governments Regional Planning Agency: Westa and Hall (alternate)
 - B. Four Corners Sewer and Water Advisory Committee: Rawn and Ausburger (alternate)
 - C. PZC Subcommittee on Infrastructure Needs: Rawn, Holt, and Hall. Goodwin noted that anyone can join this committee without formal appointment by the Commission.
 - D. Sustainability Committee: Holt
 - E. Town-University Relations Committee: Aho
 - F. Transportation Advisory Committee: Aho, Hall
 - G. Ad Hoc Committee on Rental Housing Regulations and Enforcement: Goodwin, Ward and Ausburger. Goodwin noted that she would not be available for meetings until late afternoon and, if they were scheduled

earlier, she would step down. Rawn volunteered to be a member should one of the appointees be unable to participate due to meeting time.

- D. Review of By-Laws: Westa MOVED, Ward seconded to amend Articles VIII, XII, and XV of the By-Laws of the Planning and Zoning Commission as recommended by the Director of Planning and Development in her November 12, 2015 memo.

In addition to the specific changes recommended by the Director, the Commission also adopts the following amendments:

- Amend Article VII, Section 1 to read as follows:
Regular meetings generally will be held on the first Monday of each month at 6:30 p.m. or upon completion of any Inland Wetlands Agency meeting, at an appropriate place designated by the Commission. Regular meetings may also be held on the third Monday of each month at 6:30 p.m. as needed to address pending business. In the event of conflict with holidays or other events, a majority at any meeting may change the date of said meeting. The Secretary shall notify the membership of special meetings not less than 24 hours in advance of such meeting. In accordance with the requirements of the Freedom of Information Act, a schedule of regular meetings for the calendar year shall be adopted by the Commission and filed with the Town Clerk prior to January 31.

The motion passed unanimously.

Approval of Minutes:

10-14-2015 – Field Trip Minutes: Ryan MOVED and Hall seconded to approve minutes as written. All other members disqualified themselves.

11-02-2015 – Regular Meeting Minutes: Chandy MOVED and Rawn seconded to approve minutes as written. Motion was unanimously approved with the exception of Ryan and Ausburger who disqualified themselves.

Zoning Agent's Report:

Ward inquired regarding the status of 1925 Storrs Road. Hirsch noted that the owner has been working to address issues on the interior to meet Fire Marshal requirements and that due to the life/safety nature of those issues, that work took precedence over the work needed on the exterior. Hirsch noted that there is a court order for rectifying the exterior violations and that work is expected to begin shortly.

Public Hearing:

- A. Live Music Permit Renewals (PZC #895): Huskies Restaurant, 28 King Hill Road., (PZC #780-2); Pub 32, 847 Stafford Road., (PZC #595); Ted's Restaurant, 16 King Hill Road.,

(PZC #1107): The public hearing was opened at 7:20 p.m. All members present were noted and no alternates were seated. The legal notices printed in The Chronicle on 11/3/15 and 11/11/15 were read. C. Hirsch's memo from 11/10/15 was noted. Hall MOVED and Rawn seconded to close the public hearing at 7:25 p.m. The motion passed unanimously.

- B. Special Permit Application, Efficiency Unit, 650 Mansfield City Road, Lance Klase (PZC File #1337): The public hearing was opened at 7:26 p.m. All members present were noted. The legal notices printed in The Chronicle on 11/3/15 and 11/11/15 were read. C. Hirsch's memo from 11/12/15 was noted. The applicant L. Klase was present. Hirsch noted that proof of mailing for the required neighborhood notices and a notarized affidavit had been submitted. There were no comments. Hall MOVED and Rawn seconded to close the public hearing at 7:28 p.m. The motion passed unanimously.

Old Business:

- A. Live Music Permit Renewals (PZC #895): Huskies Restaurant, 28 King Hill Road (PZC #780-2); Pub 32, 847 Stafford Road (PZC #595); Ted's Restaurant, 16 King Hill Road (PZC #1107): Ward MOVED and Ryan seconded to approve the special permit renewals for the use of live music for Huskies Restaurant, Pub 32 and Ted's Restaurant, until November 1, 2016. The renewals are conditioned upon compliance with the current conditions for each permit, which shall be attached to this motion. The motion passed unanimously.
- B. Special Permit Application, Efficiency Unit, 650 Mansfield City Road, Lance Klase (PZC File #1337): Chandy MOVED and Ryan seconded that the 10/28/15 special permit application for an efficiency unit at 650 Mansfield City Road, submitted by Lance Klase, as described in a submitted statement of use and shown on an aerial depiction of the property, be approved with the following conditions:
1. This approval has been granted for a one-bedroom efficiency unit in association with a single-family home having two additional bedrooms.
 2. The applicant shall submit a signed and notarized copy of the submitted statement of use.
 3. This approval is conditioned upon continued compliance with Mansfield's Zoning Regulations for efficiency units, which include owner-occupancy requirements and limitations on the number of residents in an efficiency unit. Pursuant to Article X, Section L.2, the applicant shall submit a notarized affidavit certifying owner occupancy and a written statement regarding compliance with efficiency unit regulations every two years, starting on January 1, 2018.
 4. The applicant shall construct an appropriate connection from the exterior door of the unit to the driveway.

5. The special permit shall not become effective until it is filed upon the land record by the applicant.

The motion passed unanimously.

New Business:

- A. Paideia Request to Modify Approved Plans for Amphitheater and Exhibit Project, 28 Dog Lane (PZC File #1049-7): Painter reviewed the requested modifications as described in her memo. Ilias Tomazos was present to answer questions on behalf of the applicant. After discussion, Hall MOVED and Chandy seconded to deny the modification request and require a new special permit application. Motion passed unanimously.

Due to impending winter weather, the Commission scheduled a field trip for December 2, 2015 at 3:00 p.m. Given that the second meeting in December is on the 21st, a few days before Christmas, and that a lengthy public hearing is already scheduled for the first meeting in January, the Commission suggested January 19, 2016 as the earliest possible public hearing date for this item.

- B. Request for Acceptance of Wyllys Farm Road and Partial Release of Bond, Beacon Hill Estates Section II Subdivision (PZC File #1214-3): Hall MOVED, Chandy seconded that the Planning & Zoning Commission report to the Town Council that Wyllys Farm Road (Beacon Hill Estates, Section II) is now ready to be accepted as a Town road. Upon Town Council acceptance of this new road, the PZC Chairman, with staff assistance, is authorized to execute a one-year maintenance bond pursuant to regulatory requirements and this action. This action authorizes the PZC Chairman, with staff assistance, to draft revised bonding agreements, which will (1) Provide for a one-year maintenance bond and (2) Assure the completion of the common driveway, the specific amount to be determined by the Assistant Town Engineer, and to release to the developer any funds no longer required for this subdivision. The motion passed unanimously.
- C. Appointment of Deputy Zoning Agents: Lewis MOVED, Ausburger seconded to appoint Benjamin D. Funk, Code Enforcement Officer; Patrick S. Enright, Housing Inspector; and Mark D. Holland, Housing Inspector; as Deputy Zoning Agents for the purpose of enforcing Zoning Regulations related to the use, occupancy and maintenance of dwellings and associated property. The motion passed unanimously.
- D. 2016 Meeting Schedule: Ward MOVED, Ryan seconded to approve the 2016 meeting schedule for the Planning and Zoning Commission with a change in the start time to 6:30 p.m. The motion passed unanimously.

Reports from Officers and Committees:

Painter noted that she would be scheduling a meeting of the Infrastructure Subcommittee for Wednesday, November 18th and a meeting of the Regulatory Review Committee for the week of November 30th. She also indicated that if the first meeting in December agenda is light, draft regulations may be put on the agenda for discussion by the Commission as a whole.

Communications and Bills:

Noted.

Adjournment:

Chairman Goodwin adjourned the meeting at 8:19 p.m.

Respectfully submitted,

Vera S. Ward, Secretary